



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.  
Director

ROBIN KAY, Ph.D.  
Chief Deputy Director

RODERICK SHANER, M.D.  
Medical Director

March 27, 2014

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.  
Director

SUBJECT: **REQUEST TO INCREASE DELEGATED AUTHORITY PERCENTAGE  
FOR AGREEMENTS WITH THE HOUSING AUTHORITY OF THE  
COUNTY OF LOS ANGELES BOARD LETTER FOR FISCAL YEARS  
2013-14 THROUGH 2017-18**

This memorandum is to comply with Board Policy Manual, Section 5.120, Authority to Approve Increases to Board Approved Contract Amounts. The Policy mandates that any department requesting a percentage increase in delegated authority exceeding ten percent of the total contract amount must provide a detailed justification and advance written notice to your Board, with a copy to the Chief Executive Officer, at least two weeks prior to the Board Meeting at which the proposed contract is to be presented.

The Department of Mental Health (DMH) requests an additional ten percent for a total of twenty percent delegated authority to supersede three existing Agreements with the Housing Authority of the County of Los Angeles (HACoLA). Since there has been an increase in program administration requirements including quarterly and annual reports and extensive data entry into the U.S. Department of Housing and Urban Development mandated Homeless Management Information System, this authority will allow DMH to accept financial compensation from HACoLA for the administration of the Agreements. Such compensation to DMH is projected to vary year to year since the awards are based on 3.5% of the allowable administrative fee. Administration of these Agreements will provide DMH clients and their families affordable housing through the Tenant-Based Rental Assistance Program.

Should there be a need to exceed the twenty percent delegated authority, DMH will return to your Board with a request for authority to amend the Housing Agreements accordingly.

Each Supervisor  
March 27, 2014  
Page 2

If you have any questions or concerns, please contact me, or your staff may contact Richard Kushi, Chief, Contracts Development and Administration Division, at (213) 738-4684.

MJS:RK:do

c:     Executive Officer, Board of Supervisors  
          Chief Executive Officer  
          County Counsel  
          Robin Kay, Ph.D.  
          Margo Morales  
          Deputy Directors  
          District Chiefs  
          Kimberly Nall  
          Richard Kushi